

## AUTOMATED DEPLOYMENT DATABASE (ADD)

As a FEMA disaster reservist, you are required to call the Automated Deployment Database (ADD) system monthly at the toll-free number, **1-888-853-9648, prompt #2**, to let FEMA know whether or not you are available for deployment.

You can call and change your status as often as necessary, but you must call at least every



30 days. If you don't, your status in the database will automatically be changed to "Not Available," and you won't be called for disaster assignments.

If you are listed as "Available" in the database, but are not able to deploy to a disaster, it will be considered a "refusal," and will be noted in your record. If you refuse to deploy, you must provide an acceptable reason for inaccurately recording your availability. Failure to do so could result in termination.

**Payroll Information:** [www.nfc.usda.gov](http://www.nfc.usda.gov)

When you record your status for deployment as "Available," you are making yourself available for not less than two weeks, and to any location where FEMA conducts disaster operations. You must also be available to travel within 24 hours. When on deployment, act and dress with professionalism.

## TRAVEL

Upon receiving deployment information from ADD, you should contact National Travel at **1-800-294-8283** to arrange a one-way airline reservation to your destination as quickly as possible. They will also book your hotel and, if authorized, a rental car. All these expenses need to be billed to your FEMA travel card to ensure you receive the government rate and travel insurance.

Make sure to obtain receipts for all expenses as they are paid. Your airfare receipt will be emailed to you when your flight reservation is confirmed by National Travel. This will also include their travel agent fee. File your travel voucher for expenses every two weeks, at least. Make sure you provide receipts for items



that are paid directly to the credit card company by FEMA, (such as air, hotel and car), as well as those that you are responsible for paying (including such things as food and local transportation)

**National Travel:** [www.nationaltravel.com/](http://www.nationaltravel.com/)

## AVAILABILITY



You must be listed as "Available" in ADD at least 60 days of a calendar year to remain on the active roll as a DAE. If your availability and/or time worked is less than 60 days, your appointment may not be renewed.

Be alert of weather conditions and the potential need for fast deployments. Do not make yourself available if you are ill or injured. Prepare your suitcase ahead of time, if possible.

## PER DIEM

When you are deployed more than 50 miles from your home, you are paid Per Diem to cover your living expenses, which includes food and other personal expenses.



The amount of Per Diem varies from city to city. Per Diem status begins when you leave home and continues until the end of your official deployment.

Should you extend your stay at a location after your assignment is completed, you will be responsible for all personal expenses incurred 24 hours past check-out (including food, lodging, and local transportation).

**Per Diem rates:** [www.gsa.gov](http://www.gsa.gov)

*The Stafford Act has authorized the*

*“...appointment of temporary personnel, experts and consultants...”*

*to get the work done during a disaster.*

*These hires are known as Stafford Act Employees (SAEs), Disaster Assistance Employees (DAEs) or reservists.*

*Due to constantly changing circumstances, the actual duties you are asked to perform on assignment may be different from the one you were given by ADD. Assignments may end at any time, based on staffing needs at the Joint Field Office and other FEMA offices.*

*DAE appointments are good for one year. Appointments are renewed based on availability, time worked and performance evaluations.*

Travel Voucher Hotline: 1-800-310-3169

## GOVERNMENT TRAVEL CARD

Your government travel card accepts direct payment from FEMA for your airfare, hotel, car rental expenses and travel agent fees, and from you for charges not paid by FEMA.

The FEMA payment to your travel card is authorized by your travel voucher. You can put other deployment-related charges on your government travel card, such as restaurant bills and ATM withdrawals.

The card CANNOT be used for all purchases while deployed, such as clothes or toiletries, and is NOT accepted everywhere a personal credit is accepted, so be prepared. Cash withdrawals are limited to \$100 per week.

Do not use your card for personal use or to withdraw cash unless you are on official travel or have been deployed.

Some DAEs have been terminated for abuse of their government travel card, and the credit card company is now informing credit bureaus of accounts more than 90 days past due.

You are responsible to the credit card company for your government travel card bill, regardless of when you get reimbursed. This is why it is important to file a travel voucher every two weeks.

If you know you are going to be unable to pay your government travel card bill on time, call them regularly to discuss the situation.

Citibank Help Line: 1-800-790-7206



What  
every  
DAE  
needs  
to know...



FEMA